



3 January 2021

MEMORANDUM CIRCULAR NO. 02
Series of 2021

T O: All Heads of Offices/Units/Centers/Projects

R E: Contract of Job Order Workers for January 1 – June 30, 2021 charged to the CY 2021 General Appropriation Act (GAA) and Special Trust Fund (STF) and other fund sources

The administration hereby confirms the **rehiring of existing JO workers** who are charge to the **GAA and STF from January 1 – June 30, 2021**. For your guidance in the preparation of the contract of service, below is the list of man-days per month and rate to be contracted with the concerned JO workers which was agreed upon during the consultation-meeting with the Vice Presidents and Directors of Finance and Human Resource Management last November 17, 2020.

Position	No. of days	Rate per day (inclusive of premium)	Monthly rate
Clerk, Messenger, Lab Tech, Lab Aide, Utilityman, Carpenter, Mason, Laborer (except those charged to Res & Ext funds), etc.	15	Php 553.40	Php 8,301.00
Clerk who is designated as dDRC of an office without a regular clerk	22	553.40	12,174.80
Clerk in Accounting, Budget, Graduate School, Information Office, Legal Office, Procurement, Supply & Property, Cash, OP, OVPA, OVPAF, OVPRGEA, ODHRM, RSPPRO, Registrar, UCC JO worker assigned for electricity and water services, garbage collection and landscape maintenance	18	553.40	9,961.20
Security Guard	22	553.40	12,174.80
Nurse, Pharmacist, Rad. Tech	22	700.35	15,407.70
Laborer (animal caretaker)	23	276.70 (4 hours per day)	6,364.10
Broadcast Specialist	16	603.71	9,659.36
Chem Tech	15	914.07	13,711.05
Forest Guard	16	553.40	8,854.40
SRA (Research)	18	588.05	10,584.90
SRA (Extension)	16	588.05	9,408.80
Web developer	22	623.30	13,712.60

Moreover, please be guided on the following conditions:

- JO clerk who is designated as dDRC shall attach their latest designation to their contract.
- JO clerk hired for AACUP Accreditation or ISO shall be contracted from January 1-April 30, 2021 only.
- JO clerk as replacement of retiree whose services are needed for the continuous operation of the office will be hired for three months only or until a replacement of the vacated position will assume office.
- JO laborer charged to Res. & Extension shall be hired with the same number of days in their July-December 2020 contract.
- For control of funds, contract of JO worker charged to Research and Extension funds should be initialed by the respective fund In-charge of the Office of the Director for Research or Office of the Director of Extension.
- For the template of Contract of Service, the FM-LEG-03 shall be used and submitted (at least in six copies) together with the following supporting documents. The Office dDRCs are directed to check the completeness and correctness of the documents before forwarding it to the different signatories.
 1. Personal Data Sheet for JO worker (required annually; form is available at RSPPRO)
 2. Medical Certificate (required annually)
 3. Duly notarized BIR Form Annex "B-2" - Income Payee's Sworn Declarations of Gross Receipts/Sales (6 copies) (required annually)
 4. Performance Evaluation (Jul. to Dec. 2020)
 5. Photocopy of Official Receipt (O.R.) of payment of Philhealth Premium of the previous quarter (Oct. to Dec. 2020)

Meanwhile, the salary of JO workers charged to externally-funded research/extension projects shall be in accordance to the line-item budget of the said project in coordination with the Accounting Office.

A separate Office Memorandum for re/hiring JO workers charge to Income Generating Projects both for Revolving funds and STF, whose salary are dependent on the income of the project, will be issued upon the submission of recommendation from OVPPRGAS on the allowable number of days per month and rate per day.

For your guidance and compliance.


EDGARDO E. TULIN
President

cc: Accounting Office
Budget Office
RSPPRO